

**Request for Response
RFRs Posted on COMMBUYS
MAY, 2017**

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I. COMMBUYS

(COMMONWEALTH BUYS SYSTEM)

In order to determine what services DDS wishes to purchase, providers must register in the “COMMBUYS.” As RFRs are posted, providers receive email updates based on the type of services interested in providing to Commonwealth Departments. Further information on COMMBUYS can be found at: www.commbuys.com

II. REQUEST FOR RESPONSE (RFR)

The Request for Response (RFR) is a detailed document containing the specifics of the DDS program upon which the bidder must decide whether it wishes to submit a proposal

A. There are two types of a Request for Response.

1. Qualification-based RFR

A RFR or bid that requests information from the provider and responses to a series of questions Provider’s responses, allow the Department to evaluate if a provider is qualified to provide service being bid. If proposal is positively evaluated, the provider will sign a Master Agreement standard contract form with the Department and be placed on a qualified list of vendors. Placement on the Qualified Provider list does not mean that the Department will do business with a provider. These types of bid are normally structured as “rolling” procurements and new providers may respond to the RFR during the life of the procurement.

2. Competitive RFR

The RFR or bid outlines the specifics of the DDS program being procured. Unlike the RFR for placement on a qualified providers list, the specific services RFR results in the direct selection of a provider(s) to deliver the requested service The RFR posted on COMMBUYS include points and evaluation criteria so that potential bidders understand how their proposals will be evaluated. RFR’s of this type generally are closed at the posted end date, i.e. a provider will not be allowed to respond to the RFR after the bid closes.

B. Submission and details of a Designated Programs RFR

Although the details of an RFR vary with the program being offered there are several standard sections:

- Summary of Procurement
- Single or multiple contractors
- Single or multiple department participation
- Anticipated duration of contract
- Anticipated expenditures, funding, or compensation for expected duration
- Federal Funding availability
- Bid conference opportunity
- Written questions opportunity
- Instructions for submission of responses
- Deadline for responses
- Extensive description of the program being offered including any relevant forms

III. PROPOSALS – Once a provider selects a program upon which it desires to make a bid, it must prepare and submit a proposal in accordance with the instructions in the RFR. The proposal must include the required RFR forms found on COMMBUYS. After an RFR is issued, but before the proposal is due, the purchasing agency may, at its discretion, convene a bidder’s conference at which all potential bidders have an opportunity to appear and present any questions relating to the RFR. The details of this bidder’s conference will be clearly stated in the RFR and in the COMMBUYS posting.

IV. RFR ON COMMBUYS

Please see the **Activity Code Definitions, Forms & Instructions** unit of this Manual for a short description of these activity codes

| | <u>Contract Effective Date</u> | <u>RFR Status</u> |
|---|---|---------------------------|
| QUALIFYING LIST FOR SUPPORT SERVICES PROGRAMS. Complete descriptions of these activity codes can be found in COMMBUYS under “Support Services- Qualifying List” SSQUAL-10 and SSQUAL-16. | 7/1/2010 | RFR open until 6/30/2022. |
| QUALIFYING LIST FOR AGENCY WITH CHOICE SERVICES Complete descriptions of these activity codes can be found in COMMBUYS under “Qualifying List for Self-Directed Service Options: Agency With Choice Services” SDQUAL-16-AWC | 7/1/2010 | RFR currently closed. |
| QUALIFYING LIST FOR DESE/DDS PROGRAMS Complete descriptions of these activity codes can be found under “Qualifying List for Self-Directed Service Options: DESE/DDS Programs” SDQUAL-10-DESE-DDS | 7/1/2010 | RFR open until 6/30/2018 |
| QUALIFYING LIST FOR EMPLOYMENT AND DAY PROGRAMS Complete description of these activity codes can be found in COMMBUYS under EMP_DAY_09 | 7/1/2010 | RFR open until 6/30/2020 |

| | <u><i>Contract Effective Date</i></u> | <u><i>Contract End Date/ RFR Status</i></u> |
|---|---|---|
| <p>QUALIFYING LIST FOR ADULT LONG TERM RESIDENTIAL SERVICES</p> <p>A description of this activity code can be found in COMMBUYS under “Adult Long Term Residential Services” ALTR-14</p> | 04/01/2014 | RFR Open Until 06/30/2024 |
| <p>QUALIFYING LIST FOR PLACEMENT SERVICE ALSO KNOWN AS SHARED LIVING</p> <p>A complete description of this activity code can be found in COMMBUYS under “Placement Services” PS-15</p> | 10/1/2014 | RFR Open Until 06/30/2024 |
| <p>QUALIFYING LIST FOR LUSA SUPPORT SERVICES ACTIVITY CODE 3174</p> <p>A description of this activity code can be found in COMMBUYS under “As Needed Support Services” ANSS-15.</p> | 07/01/2014 | RFR Open Until 06/30/2024 |
| <p>QUALIFYING LIST FOR IN HOME SUPPORT ACTIVITY CODE 3798</p> <p>A description of this activity code can be found in COMMBUYS under IHS – 16</p> | 04/01/2016 | RFR Open Until 6/30/2026 |
| <p>FAMILY SUPPORT SERVICES: DESIGNATED RFRs. INCLUDES ACTIVITY CODES: 3770, 3771, 3772, 3773, 3774, 3776</p> <p>A description of these services can be found in COMMBUYS under FSS-10</p> | 07/1/2010 | RFR currently closed. |
| <p>EMERGENCY STABILIZATION RESIDENTIAL ACTIVITY CODE: 3182</p> <p>A description of this activity code can be found in COMMBUYS under Emer-Res-10</p> | 02/1/2020 | RFR currently closed. |
| <p>CORPORATE REPRESENTATIVE PAYEE ACTIVITY CODE: 3274</p> <p>A description of this activity code can be found in COMMBUYS under CRP-17</p> | 01/01/2017 | RFR currently closed. |
| <p>CLINICAL TEAM: ACTIVITY CODE 3170</p> <p>A description of this activity code can be found in COMMBUYS under CT-18</p> | 07/01/2017 | RFR currently closed. |